

Employee/Adult Acceptable Use Policy **rev. 2024**

Directions: Completely review the Employee/Adult Acceptable Use Policy (AUP). Please read and fill out the following form completely and legibly located on the last page. The signature (or electronic equivalent, as appropriate) is required for all Employees/Adults to access the network resources. Please return the form to your immediate supervisor/designee.

The Pendleton County School District has access to and use of the Internet and E-mail as part of the instructional or job-related process. All employees, internal or external contractors, and volunteers (“User(s)”) must sign an Acceptable Use Policy (AUP) agreement before direct access to the Internet or electronic mail will be provided. The User will be held accountable for violations of the AUP agreement and understand that disciplinary action may be taken. The Pendleton County School District (“District”) provides The User with a service hereinafter referred to as the “Network”. The Network is a computer service, which includes the use of servers, telephone services, internal hosted or web-based Software Applications, Internet and Email. These procedures also address the use of Electronic Instructional Devices (EID); including desktop computers, laptop computers, notebooks, tablets, PDA’s, word processors, peripheral telephone usage, and other instructional technology equipment that may be utilized within the district or other locations (Home, etc.). In addition to providing The User with the understanding and skills needed to use technology resources and telephone services in an appropriate manner, the District reserves the right to monitor all activity on the Network, including Internet usage, internal/external hosted or web-based Software Applications, Electronic Mail, Social Media, including various instant messaging applications. Furthermore it:

1. Reserves the right to monitor all Network and EID use or lack of use.
2. Reserves the right to deny access to the Network (including Internet, Email, and instant messaging to any individual) and/or District EID.
3. Shall establish procedures that will maximize the Network and EID security.
4. Any User issued any electronic device or technological equipment to be utilized at home must adhere to all Standards, Regulations, and Principles as outlined below AND all additional Agreements/Contracts as made by the School or District.

STANDARDS

The standards for The User access to the Network and/or EID Usage are:

1. Network access throughout the District is to be used for educational purposes, instruction, research, and school administration only. Network access is not to be used for private business, illegal activity, political activity, or accessing sexually-oriented or other inappropriate material (i.e., material promoting drugs, alcohol, tobacco, illegal activity, violence, bullying, etc.)
2. The User will select and guide students on the appropriate use of the Internet and instructional software on the Network.
3. The District will be responsible for supervising Network use. Auditing procedures are in place to monitor access to the Network. However, the District cannot continually monitor every communication and Network session for every User beyond the scope of supervision defined in the user agreement.

CURRICULUM AND INSTRUCTION 08.2323 AP.21 (CONTINUED)

4. The User will not reveal a student's full name or post a picture of the student or the student's work on the Network with personally identifiable information without prior written consent from a parent/legal guardian or a signed Media Release form.
5. The content of any District web page is the responsibility of the sponsoring staff member who hosts the page.
6. EID whether utilized within the district or other locations (Home, etc.) shall only be used for educational purposes related to the duties of the individual in which the device is assigned.
7. EID assigned/given to be utilized should be properly maintained and cared for whether within the district or other locations (Home, etc.)
8. Any EID taken home by The User are subject to inspection and verification that said device is being properly taken care of. Devices will be thoroughly checked for damages beyond normal usage.

All guidelines contained within this AUP governing inappropriate language apply to telephone usage. The procedures in this AUP governing telephone usage also apply to District cellular phones and other wireless telecommunication systems such as laptops, notebooks, tablets, PDAs, etc.

GENERAL PRINCIPLES

When a The User accesses the Network or uses an Electronic Instructional Device owned or operated by the school system whether inside the district or not, they assume certain responsibilities and obligations. All access of this type is subject to school policies and to local, state, and federal laws. The school administration expects that student, faculty, contractors, and staff use of technology resources provided by the school will be ethical and will reflect academic honesty. The User must demonstrate respect for intellectual property, ownership of data, and system security mechanisms.

The District considers any violation of appropriate use principles or guidelines to be a serious offense and reserves the right to copy and examine any files or information that may suggest that a person is using technology resources inappropriately. Violators are subject to disciplinary action by school officials that may include loss of Network, Electronic Instructional Device privileges, Internet privileges, and/or up to suspension or termination for staff. Offenders may also be prosecuted under laws including, but not limited to, the Privacy Protection Act of 1974, the Computer Fraud and Abuse Act of 1986, and the Computer Virus Act.

The General Guidelines listed below apply to the Network, Internet, Learning Management Systems (Teams, Google Classroom, Schoology, etc.), Email, and ALL forms of Internet communications (Social Media, Blogging, etc.):

- The User will use technology resources only for authorized purposes following established procedures;
- The User will be responsible for all activities on their assigned Electronic Instructional Device;
- The User will access only files and data that are their own, which are publicly available, or to which they have been given authorized access;
- The User shall use only legal versions of copyrighted software;
- The user will be considerate in their use of shared resources;

CURRICULUM AND INSTRUCTION 08.2323 AP.21 (CONTINUED)

- The User will abide by this acceptable use policy.

LOCAL TECHNOLOGY

- The User's account must be in support of education and research and consistent with the educational objectives of the Pendleton County School District.
- The User may not request another's password nor give their password to anyone.
- The User may not transmit obscene, abusive, suggestive violence, bullying, or sexually explicit language.
- The User may not knowingly create or share computer viruses or related vulnerabilities.
- The User may not destroy another person's data.
- The User may not use the network for commercial purposes.
- The User may not monopolize the resources of the Pendleton County School Network by such things as running large programs and applications over the network during a regular day, sending massive amounts of e-mail to other users, or using system resources for games.
- The User understands streaming video or audio content un-related to the educational purpose of the Network are prohibited during a regular school day (i.e., News Channels, YouTube videos, Music).
- The User may not participate in chain e-mail or communication groups non-educationally related.
- The User may not break or attempt to break into the Pendleton County School District Network or any other computer network.
- The User may not use MUD (multi-user games) via the Network.
- User are not permitted to get from or put onto the Network or other storage device any copyrighted material (including software), or threatening or sexually explicit material. Copyrights must be respected.
- The User shall not use a code, access a file, or retrieve any stored communication unless they have been given authorization to do so. (Authorization is not required each time the electronic media is accessed in performance of one's duties.) The User is responsible for the security of their own password.
- The User understands technology-based materials, activities and communication tools shall be appropriate for and within the range of the knowledge, understanding, age and maturity of students with whom they are used.

INTERNET REGULATIONS

- Internet access through the school is to be used for instruction, research, and school or job related activities. School access is not to be used for private business or personal, non-work related communications.
- Teachers, Library Media Specialist, and other Educators are expected to select instructional materials and recommend research sources in print or electronic media. Educators will select and guide students on the use of instructional materials on the Internet.
- The User may not offer Internet access to any individual via your own Pendleton County account.

CURRICULUM AND INSTRUCTION 08.2323 AP.21 (CONTINUED)

- Purposefully annoying other Internet users, on or off the Pendleton County School District Network, is prohibited. This includes such things as continuous talk requests and chat rooms, messaging, etc.
- The User should never reveal a student's personal identity or post on the Internet a picture of the student or the student's work with personally identifiable information without prior written consent from a parent/legal guardian or a signed Media Release form.
- The User should not permit a student who does not have a signed AUP on file to share access with another student or a District Employee Account.
- The User should notify a Network Administrator or an Administrative Employee of any violations of this contract taking place by other users or outside parties. This may be done anonymously.
- Internet usage and access from any District owned EID from outside of the District Network may be inspected at any time for site access verifications and appropriate measures taken as necessary to ensure the district owned device and resources remain protected.
- The User are prohibited from attaching EID to alternate Email services that are personal in nature (i.e., Gmail, Yahoo, etc.)

ELECTRONIC MAIL (Email) REGULATIONS

All in District and Remote Access to Email adheres to the following regulations. The Email is not guaranteed to be private and will be monitored at the district level. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities. Email addresses are assigned to all students. Email is a great way for students to correspond with teachers and send work.

- The User of the District Network are prohibited from using District resources to establish Internet E-mail accounts through third party providers. Only Kentucky Education Technology Systems Email can be used.
- All electronic correspondence that contains individual-identifiable, confidential, non-public information/data should be communicated via district approved electronic platform and application.
- All electronic correspondence received or sent that contains individual-identifiable, confidential, non-public information/data concerning a student must be saved and available pursuant to all open records laws.
- The User may not use Email for communications that are not directly related to instruction or sanctioned school activities. Do not use Email, for instance, for private business or personal, non-related communications.
- The User may not set an "automatic forwarding" rule on your Pendleton County School District Email account.
- The User may not swear, use vulgarities, suggest or indicate violence or bullying, or any other inappropriate languages.
- The User may not send or attach documents containing pornographic, obscene, sexually explicit, suggestive violence, bullying, or other inappropriate material.
- The User is to use Email and other District technology resources to promote student learning and communication with the home and education-related entities. If those resources are used, they shall be used for purposes directly related to work-related activities.

CURRICULUM AND INSTRUCTION 08.2323 AP.21 (CONTINUED)

- The User may not access, copy or transmit another user's messages without permission.
- The User may not send Email using another person's name or account or allow others to send correspondence under their name.
- The User may not send Email anonymously.
- The User may not send chain letters, executable programs or applications, screen savers, etc. through Email.

Violations of these terms may result in, but are not limited to, restrictions on email usage and/or reduction/termination of available network services, up to suspension or termination of employment. Messages relating to or in support of illegal activities OR indicate that a student may be in danger or may harm himself/herself or another person will also be reported to the school administration and/or other appropriate authorities.

USERS' SUPERVISION OF STUDENT TECHNOLOGY USE

The Users' whose duties include classroom management and/or student supervision shall sign an Acceptable Use Policy agreement acknowledging responsibility for exercising reasonable supervision of student access and use of workstations, laptops, notebooks, tablets, other technology devices, Internet and Email.

The User shall not direct or advise students accessing school computing and communications networks to use electronic mail systems other than the Kentucky Education Technology System Standard Email system.

The User may use the Internet during class directed group demonstrations for instructional purposes with or without parental consent.

The User must be prepared to integrate the use of electronic resources into the classroom. Generally, the manner in which The User evaluate instructional materials and content today will apply to the selection of electronic resources. On the Internet, however, information can be made available without being edited by a publisher, screened by a textbook committee, or selected by a known bookseller. The User must be cautioned that quality and integrity of content on the Internet is not guaranteed.

The User and students provided permission to do independent research must examine the source of the information. (i.e., Is the source clearly identified? Is it an individual? An organization? An educational institution?)

The User and students should be cautious of content that is downloaded from the Internet or uploaded via other means for reference. Such downloads/uploads from unreliable sources may contain viruses, ransomware, adware, or malware that could jeopardize the entire Pendleton County School District Network. This includes documents, spreadsheets, images, etc.

Students should not be provided with unsupervised access to electronic resources. Tools have been provided to help ensure the safety and proper use of technology but it is the responsibility of the

teacher to exercise reasonable supervision of student access to and use of workstations, laptops, notebooks, tablets, other technology devices, Internet and Email.

The User and activity sponsors may set up blogs and other social networking accounts using District resources on monitored sites following District guidelines to promote communications with students, parents, and the community concerning **school-related activities and for the purpose of supplementing classroom instruction.**

Social Media Use

Networking, communication and other options offering instructional benefits may be used for the purpose of supplementing classroom instruction and to promote communications with students and parents concerning school-related activities.

In order for The User and activity sponsors to utilize a social networking site for instructional, administrative or other work-related communication purposes, they shall comply with the following:

1. They shall request prior permission from the Superintendent/designee.
2. If permission is granted, The User will set up the site following any District guidelines developed by the technology department.
3. Guidelines may/will specify whether access to the site must be given to school/District technology staff.
4. The User shall notify parents of the site and obtain written permission for students to become “friends” prior to the students being accepted into the site. This permission shall be kept on file at the school as determined by the site School Principal.
5. Once the site has been created, The User and activity sponsoring are responsible for the following:
 - a. Monitoring and managing the site to promote safe and acceptable use; and
 - b. Observing confidentiality restrictions concerning release of student information under state and federal law.
 - c. Once use of the site is no longer needed, The User and activity sponsoring must remove all content and disbar the site from availability.

The User are discouraged from creating PERSONAL social networking sites to which they invite students to be friends. The User taking such action do so at their OWN risk under no liability or responsibility of the Pendleton County School District.

Remote Communication

Utilizing EID to communicate with parents, guardians, and students is becoming more common, especially in extenuating circumstances where the District may be closed for varying reasons. This could place District Staff members in a position where remote communication by audio and video is an educational and operational necessity. The User must adhere to all communication with Staff, Students, Parents, Guardians, Other Stakeholders, etc. in accordance to ALL Employee Professional Standards, Employee Contracts, District Regulations, and Policies; just as though The User working within the District under normal operating capacities.

TELEPHONE USAGE

Telephone service is available primarily to provide two-way communications with the school office and for contact with parents. Such devices include, but are not limited to, personal cell phones and tablets.

- The User will refrain from using telephones during instructional time, including personal devices.
- Students may use the telephones under The User supervision when there is a legitimate need such as calling parents to arrange transportation, delivery of medicine or clothes, or similar rare circumstances.
- Instructional time will not be interrupted to transfer calls except in emergencies.
- Due to privacy concerns, and except for emergency situations, personally owned recording devices are not to be used to create video or audio recordings or to take pictures while on duty or working with students except with prior permission from the site school Principal/designee or immediate supervisor.
- An exception may be made for events considered to be in the public arena (e.g. sporting events, academic competitions, or performances to which the general public is admitted) where the activity does not materially disrupt the event, prevent others from observing the event, or otherwise violate legal rights. School social events for students, activities sponsored by student clubs, and activities during the school day that are not open to the public are not considered to be in the public arena.

EMPLOYEE USE

All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable policy, statutory or regulatory provisions governing employee conduct. The Professional Code of Ethics for Kentucky School Certified Personnel requires certified staff to protect the health, safety, and emotional well-being of students and confidentiality of student information. Conduct in violation of this Code, including, but not limited to, such conduct relating to the use of technology or online resources, must be reported to Education Professional Standards Board (EPSB) as required by law and may form the basis for disciplinary action up to and including termination.

OTHER USERS USE

Non-employee users are expected to adhere to terms and conditions outlined in this agreement and policies set forth by the Pendleton County Board of Education, local, state, and federal regulations and guidelines. Failure to do so may result in loss of access privileges to the network. In addition, the user may be subject to criminal prosecution under local, state, and federal laws; civil liability; or both unlawful use of the network.

DISREGARD OF RULES

The User who refuse to sign required acceptable use documents or who violate District rules governing the use of District technology shall be subject to loss or restriction of the privilege of using equipment, software, information access systems, or other computing and telecommunications technologies. Employees and students shall be subject to disciplinary action, up to and including termination (employees) for violating this policy and acceptable use rules and regulations established by the school or District.

RESPONSIBILITY FOR DAMAGES

The User shall reimburse the Pendleton County School District for repair or replacement of District property lost, stolen, damaged, or vandalized while under their care. Students or staff members who deface a District web site or otherwise make unauthorized changes to a web site shall be subject to disciplinary action, up to and including expulsion and termination, as appropriate.

RESPONDING TO CONCERNS

School officials shall apply the same criterion of educational suitability used to review other educational resources when questions arise concerning access to specific internal or web-based applications or other electronic media and devices, or any Electronic Mail communications.

Electronic Access/User Policy Acknowledgement Form

Employee/Adult Acceptable Use Policy rev. 2024

I have read the Pendleton County School District Network Employee/Adult Acceptable Use Policy. I understand and will abide by the stated Terms and Conditions. I further understand that violation of the regulations is unethical and may constitute a criminal offense. I understand that all terms and regulations also apply when remotely accessing any account through the Pendleton County School District Network or content available through web-based applications or storage. Should I commit any violation, my access privileges may be revoked, disciplinary action, and/or appropriate legal action may be taken.

Name (please print): _____ Location: _____

Signature: _____ Job Title/Description: _____

Date: ____/____/____

ALL Users:

The User with a district Email account will be configured for Multi-Factor Authentication (MFA), commonly referred to as 2-Step/Factor Authentication. MFA can be setup multiple ways, either by phone call, text message or using an authenticator App. Technology staff can assist you as necessary in order to set-up your MFA, including demonstrating different ways of authentication if requested.

NEW Users ONLY:

- My new temporary* password** is _____
- *Your password must be changed upon your first login.

RETURNING Users with an existing account:

ALL Passwords **MUST be at least 8 characters with at least one special character/number (ie 1,2,@,\$,#) and one capital letter.

- Your password** will be required to reset at the beginning of each new school year at a time frame that will be communicated to you via the Technology Department Staff.
- Example: \$tudyH@rd DO NOT use anything that would be easy to guess.
- Alternatively, a phrase password may be used. For Example: I love my jo8! Spaces are now permitted. Using phrase passwords still must adhere to the capitalization and special character/number standard.
- **A different password from the previous year or a variation of it is required.** None previous 12 passwords will be permitted to be re-used.
- No part of a person's name can be used in the PW (i.e., Name: Bill Smith PW: Smit123 would not be permitted).